

CFMS AMENDMENT TIPS AND HELPFUL HINTS

Entering a legal amendment on KAMD

Use change type 'AMD' on KAMD for all legal binding amendments. The system will assign all 'AMD' amendments change numbers 01 – 54.

Entering a termination letter on KAMD

If a contract has a termination clause, which allows it to be terminated by letter instead of by amendment, you would use change type 'TRM' on KAMD. Although, this is not an actual amendment it may require the Office of Contractual Review's (OCR) approval since it changes the ending date of a contract. OCR approval is required if the contract or prior contract amendment was approved by OCR. The system will assign all 'TRM' change numbers 55 – 59.

KAMD Status Flow

The Basic status flow for agency approved amendments or terminations (if electronic approvals exist, status will go to AWP):

INI → RDY → AIN → AWP → APC

Basic status flow for Agency entered and OCR approved amendments or terminations (if electronic approvals exist, status will go to AWP):

INI → RDY → AIN → AWP → APC → SCR → RCR → SSS → ACR

How to update the base amount, revised begin date and/or revised end date on KENT

Only when a Date Approved has been assigned on KAMD, will the KENT Base Contract Amount, Revised Begin Date and Revised End Date update.

Amd/Chg Amount field on KAMD

If an amendment is increasing or decreasing the base contract amount, you would enter the difference in the Amd/Chg Amount field. For example: If the contract was originally approved for \$5,000 and the amendment you are processing increases the base contract amount to \$8,000: you would enter \$3,000 in the Amd/Chg Amount field on KAMD.

Cont Revised Begin and Cont Revised End Date fields on KAMD

A revised begin date and/or revised end date are only entered on KAMD when the actual begin and/or end date of the contract is being revised by a legal amendment.

Entering a description for an amendment or termination

If an amendment were being processed, you would enter a summary of the changes being made on the KCTX screen. This is the description screen for KAMD. You **would not** update KDES, which is the contract description screen.

KCAC Action Codes

The action code on KCAC defines whether you are creating (C), increasing (I) or reducing (R) an account distribution.

If ...	Then ...
Increase of a base record, but creating a new account line (Change Number = 00 and Pre-Enc Change Number = 00)	Type action code = Create
Increase of a base record, increasing an existing account line (Change Number > 00 or Pre-Enc Change Number > 00)	Type action code = Increase
Decrease of a base record, decreasing an existing account line (Change Number > 00 or Pre-Enc Change Number > 00)	Type action code = Reduce